General Info about Management Review:

Top management reviews the management system(s), at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. The review includes assessing opportunities for improvement and the need for changes to the management system, including the policy and objectives. Records from management reviews are maintained.

Review input

The input to management review should include information on the following:

- results of audits,
- customer feedback,
- process performance and product or service conformity,
- status of preventive and corrective actions,
- follow-up actions from previous management reviews,
- changes that could affect the management system, and
- recommendations for improvement.

Review output

The output from the management review includes any decisions and actions related to:

- improvement of the effectiveness of the management system and its processes,
- improvement of product or service related to customer requirements, and
- resource needs.

Definition:

Management Review

The review is less formal and detailed than an assessment. The area is toured and/or a high level review of plans, actions, and issues to familiarize the team with the current state of the area, and to allow the management team and employees to interact while looking for obvious issues that are not in line with cultural and performance expectations. The data presented tends to be a summarization and review of significant items to the area operation or contractual requirements.

> NOTE – "Team" is comprised of the Fermilab management team and other SMEs or disciplines as requested by the manager reviewing an area or function. An example would be the AD for Operations Support reviewing BSS could invite his staff or BSS staff and SMEs like ES&H or Quality.

Scope:

Examples of management reviews are as follows:
- Financial/Business Operation Reviews
- Continuous Improvement Project Reviews
- Strategic Plans
- Goals/Performance Evaluation Measurement Plan PEMP
- Management System Reviews
- Division/Section/Center Walk-throughs
- Planning Reviews - Mission or Major Organizational Change
- Project Management Reviews for items under DOE O 413.3